Careertech
Information Management System (CTIMS)

Technology Center Full-Time Submitter
Best Practices for Quality Data

Information Management Division

OKLAHOMA
CareerTech

January 2021

Table of Contents

CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov , or contact:

Mika Hickman
Administrative Assistant
Office: (405) 743-5124
Email: Mika.hickman@careertech.ok.gov

Rebecca Thacker
Technical Support Specialist
Office: (405) 743-5134
Email: Rebecca.Thacker@careertech.ok.gov

Andra Beyer
Data Quality Coordinator
Office: (405) 743-5403
Email: Andra.Beyer@careertech.ok.gov

Kerri Watkins
Manager, Information Management Division
Office: (405) 743-6882
Email: Kerri.Watkins@careertech.ok.gov

Carol Hall
Performance Data/Analysis Coordinator
Office: (405) 743-5125
Email: Carol.Hall@careertech.ok.gov

Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you.

If you have forgotten your password, click the Forgot your password? link to reset.
For helpful tips, see the CTIMS Helpful Hints section of this document.

- IMPORTANT: Please log into CTIMS using Mozilla Firefox, Google Chrome, or Microsoft Edge .
- Internet Explorer is currently not compatible with CTIMS.
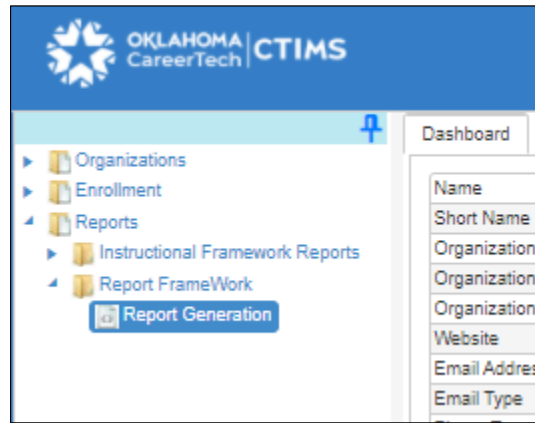
CTIMS Customer Support Contact
Rebecca Thacker
Phone: 405-743-5134
CTIMSSupport@careertech.ok.gov

Accessing the Discrepency Report

- On the left navigation menu, select Reports > Report Framework > Report Generation

- Fill in the Report Manager form. Then click Generate Report.

- Export the report to Excel. Click on the blue disc icon on the tan bar above the report and choose Excel from the drop-down.

Preparing the Spreadsheet

- Add a filter to the Excel file.

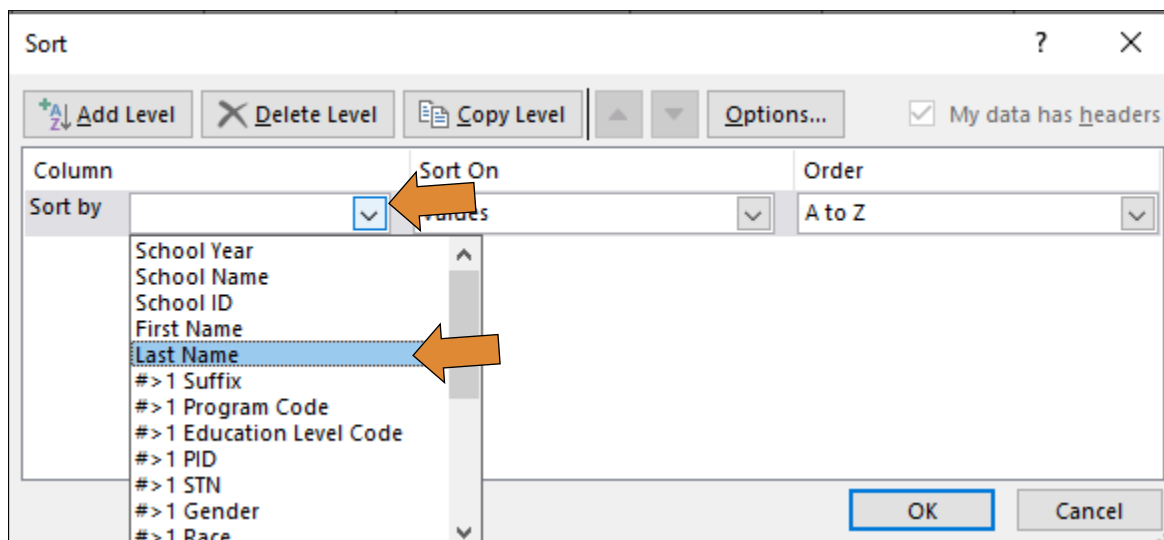 o Click on any cell in the header row.

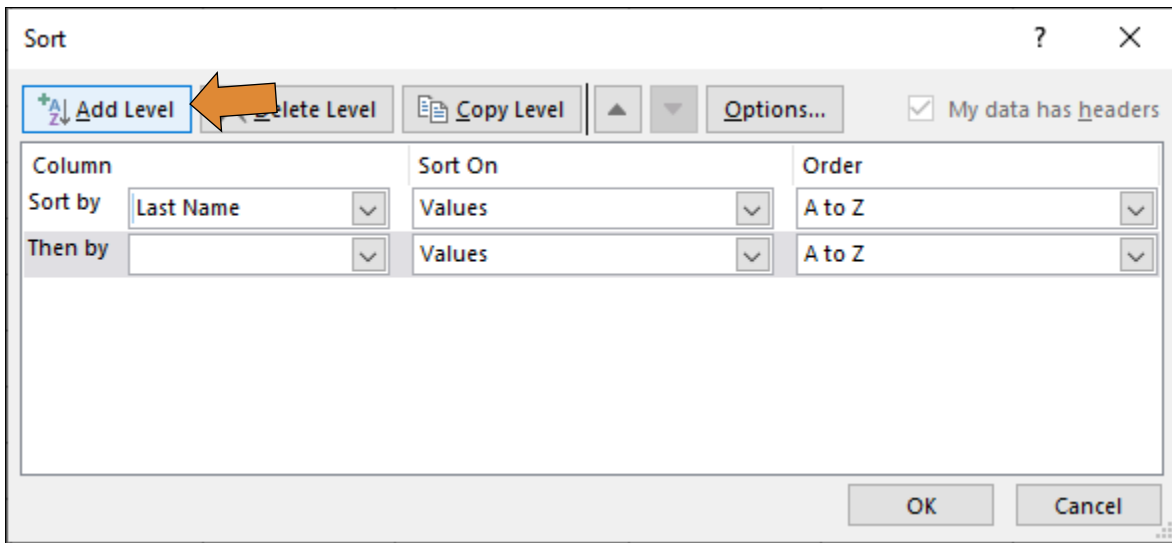 o In the ribbon, click Sort & Filter. Choose Filter from the drop-down.
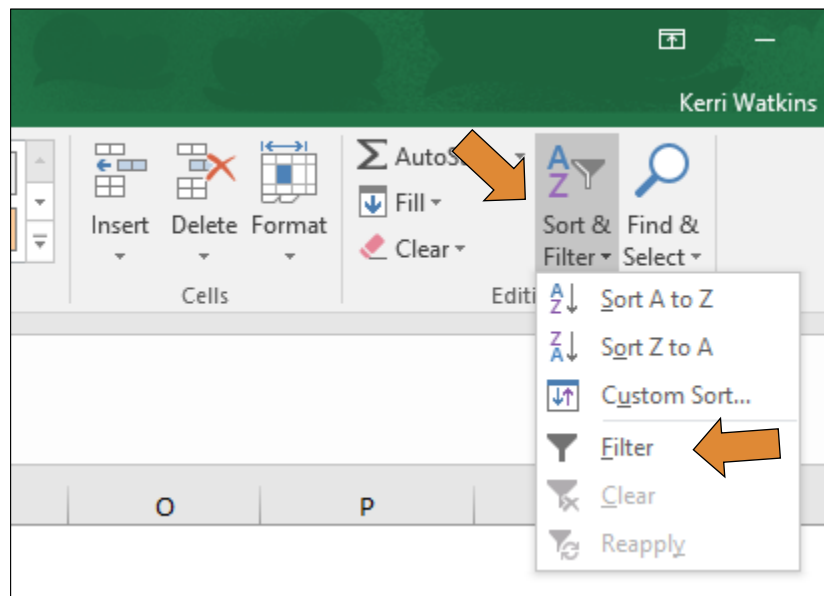
- **Sort the Excel spreadsheet by last name and first name.**
  - Click Sort and Filter again.
  - Choose Custom Sort from the drop-down menu.
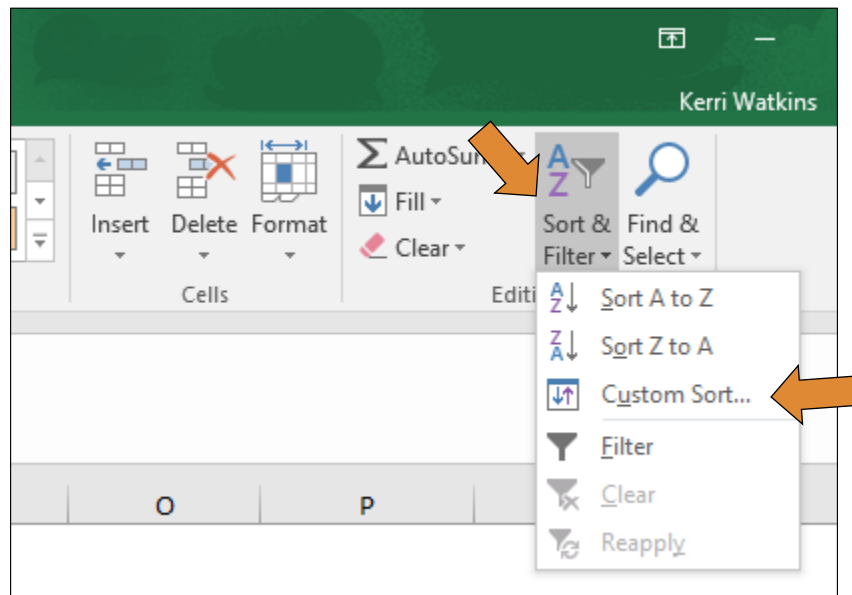
  - In the Sort window, click the arrow in the sort by field and choose Last Name from the list.
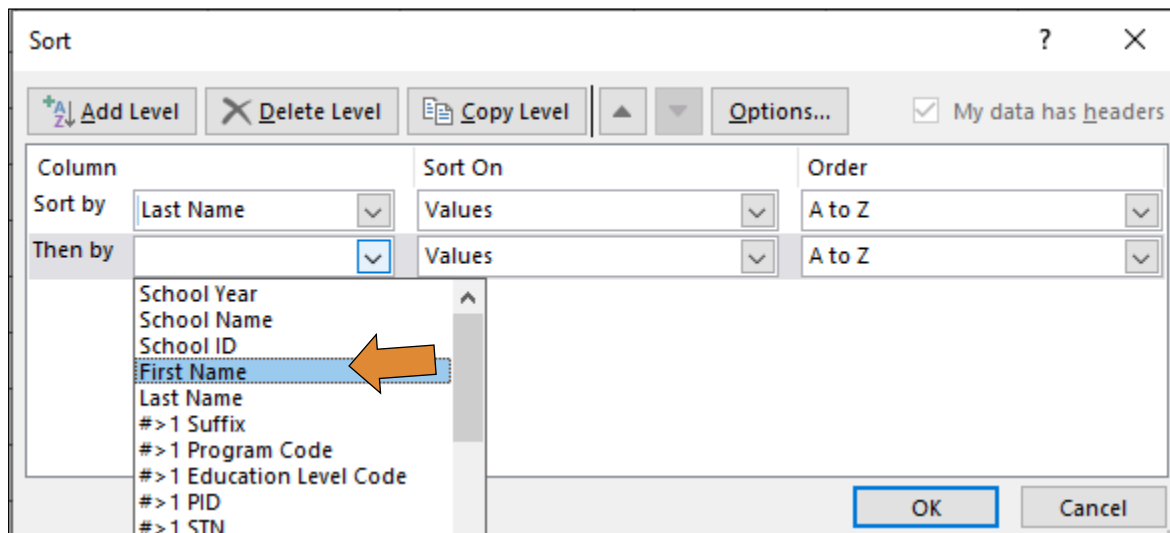
o **Then, click Add Level.**

o **Click the arrow in the Then by field and choose First Name from the list.**
o **Then click OK.**

- **Insert a column after the Last Name column to concatenate the first and last names.**
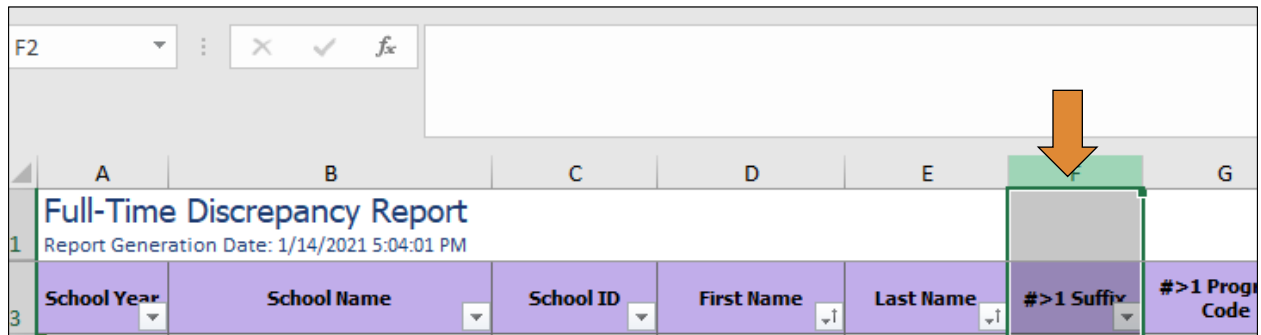
  - Click on the F column to highlight the entire column.

  - With the column highlighted, right-click and choose Insert from the menu.
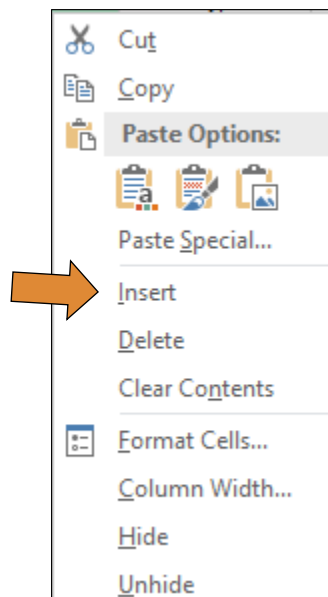
- o Click in the first cell (F4) next to the last name.
- o Beside the formula bar at the top of the screen, click the fx.
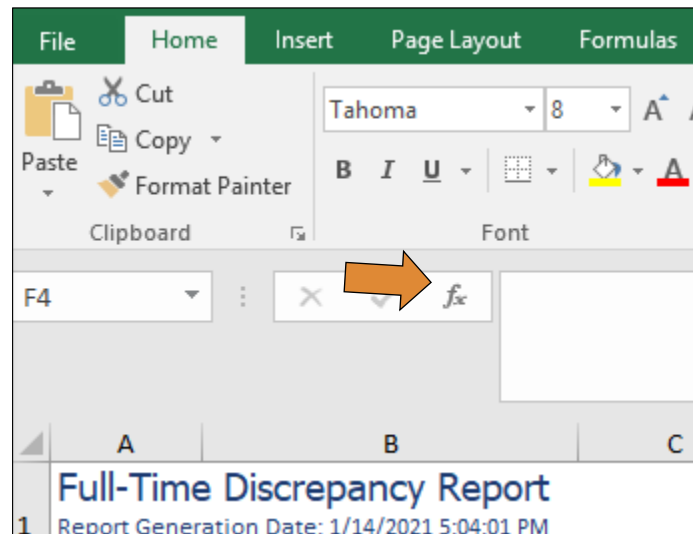
- o On the Insert Function menu, type in the word Concatenate in the Search for Function field. Then, click Go.
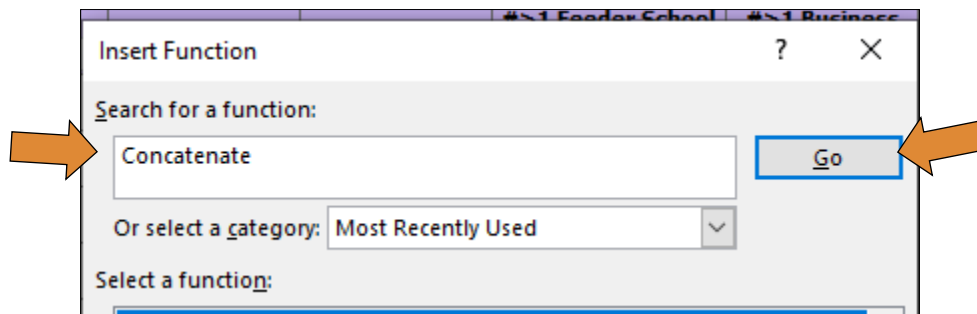
- o In the Function Arguments window, click in the Text 1 field and type D4, or click on the D4 cell in the spreadsheet.

- o In the Text 2 field, type in E4 or click on cell E4 in the spreadsheet. Then, click OK.
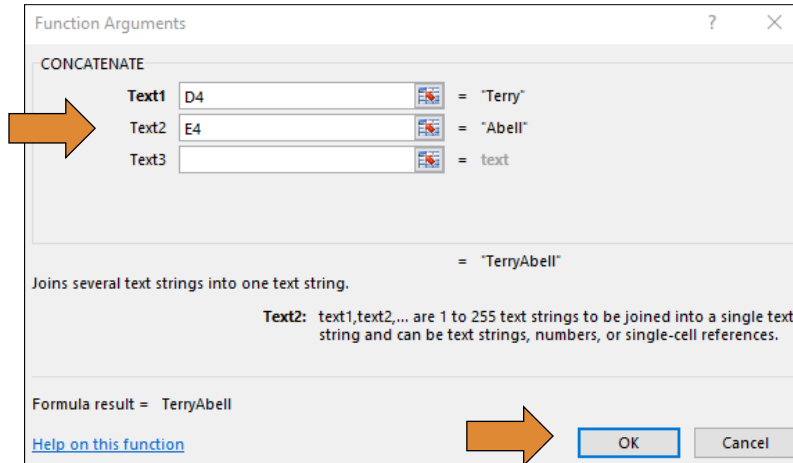
- o The first and last names should be combined in column F.

School ID	First Name	Last Name	
MU00059785	Kerri	Watkins	KerriWatkins

Finding the Discrepancies

- In columns G through V, filter for Yes.
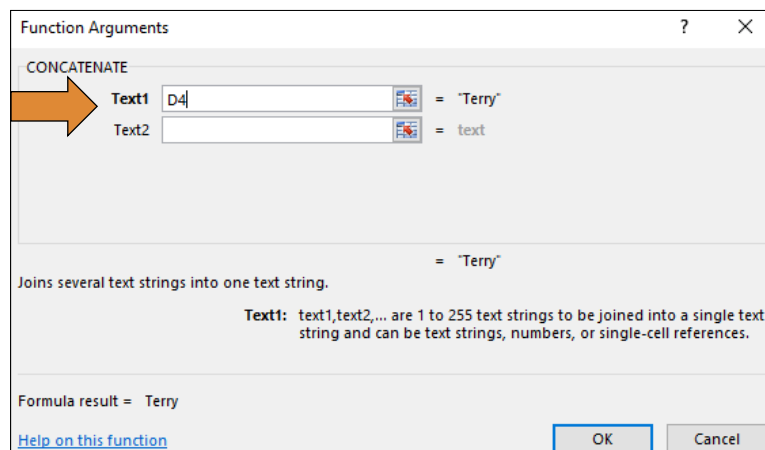- In CTIMS navigate to that student's enrollment record to make the update.
  - o On the left navigation menu go to Enrollment > Tech Center Full Time Enrollment > Add/View/Edit Student Record-Tech Center Full Time.

o   **Fill in the form information and filter for the correct student.**

o   **Go to the column that needs to be corrected and make the change. Then, Click Save Changes.**

Things to remember:

- Columns for student race, gender, disability, out of workforce, single parent, English learners, academically disadvantaged, economically disadvantaged, migrant, homeless, individuals in foster care, and parents on military active duty should be reported the same for every quarter.
- If a student changes schools (sending schools), you will need to go back into CTIMS and change the previous quarter(s) to reflect the change, otherwise CTIMS will duplicate the student record. If the student changes schools in the middle of the 3rd or 4th quarter, it will be up to the tech center to determine which school is reported in CTIMS.
- It is acceptable for a student to be reported in more than one program. For example, if a student completes one program and enrolls in another, the student should be a duplicate on your enrollment. Their enrollments will transfer to Follow-up for each program accordingly.
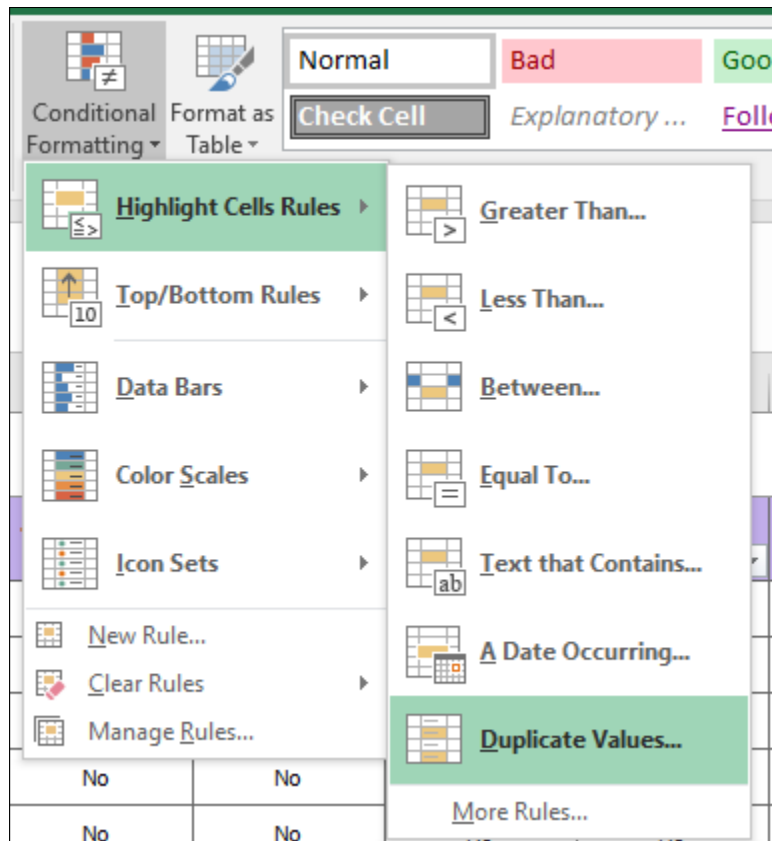
- **Highlight column F to check for duplicate student names.**
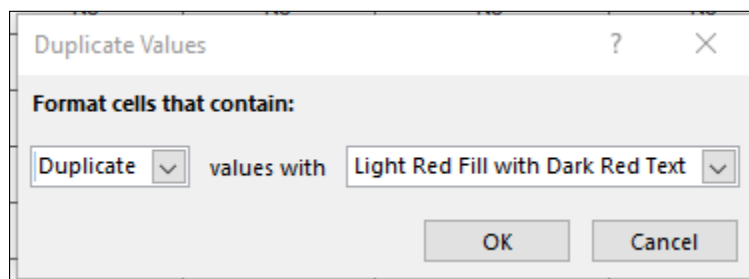 - **Click the F above the column to highlight.**
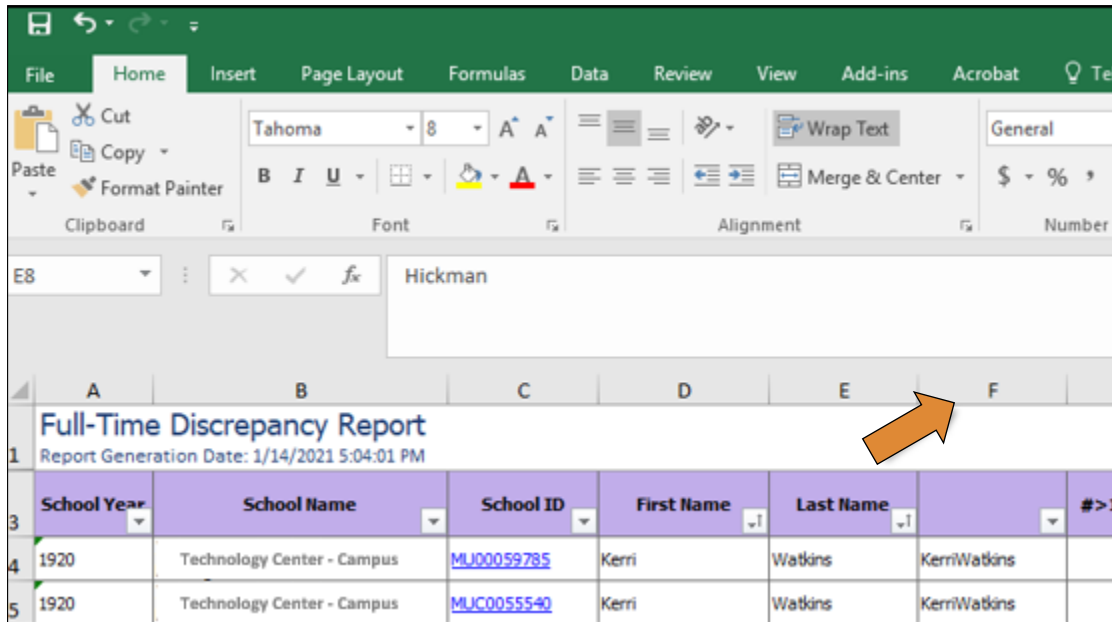
  - **Once the column is highlighted, click Conditional Formatting. Then choose Highlight Cell Rules from the drop-down.**
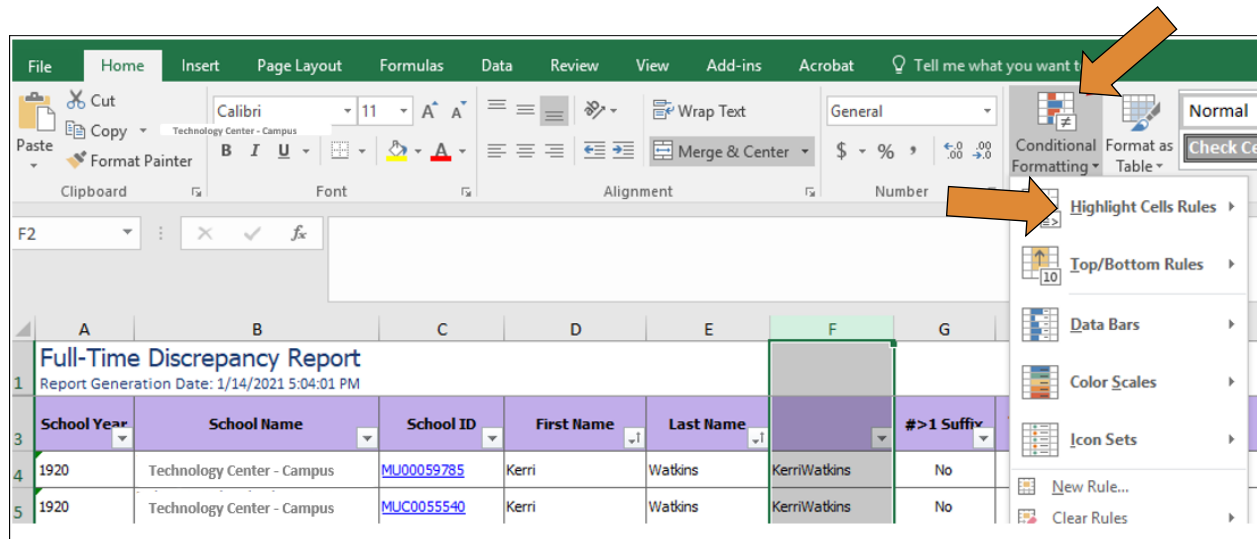
○ Next, choose Duplicate Values from the list.

○ Click OK to formate the duplicate cells.

Duplicate students will now be highlighted.

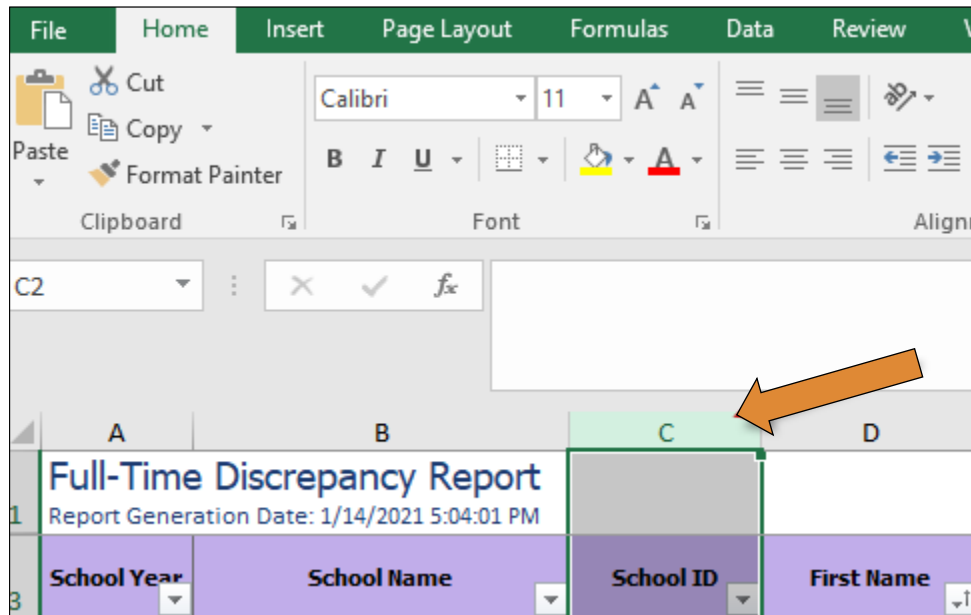| School ID	First Name	Last Name		#>1 Suffix
MU00059785	Kerri	Watkins	KerriWatkins	No
MUC0055540	Kerri	Watkins	KerriWatkins	No
MU00059786	Carol	Hall	Carol Hall	No
MU00060955	Andra	Beyer	AndraBeyer	No
MU00059765	Mika Hickman	Hickman	Mika HickmanHickman	No

- **In CTIMS navigate to that student's enrollment record to review why it is duplicated.**
  - **On the left navigation menu go to Enrollment > Tech Center Full Time Enrollment > Add/View/Edit Student Record-Tech Center Full Time.**
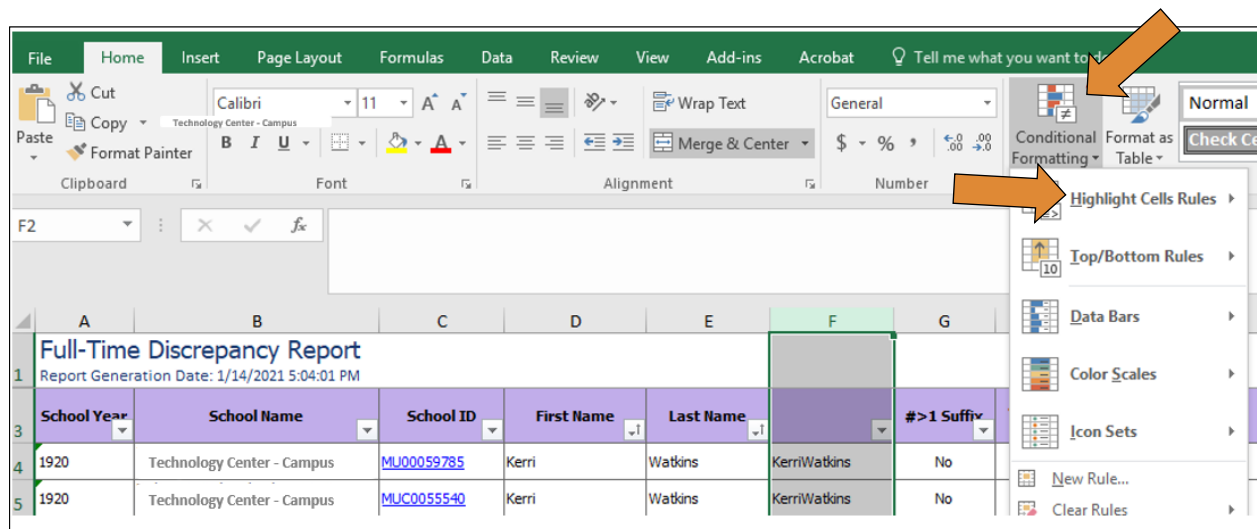

Things look for:

- **Are the student ID numbers different?**
- **Was the student reported with a middle initial inconsistently in the quarters?**
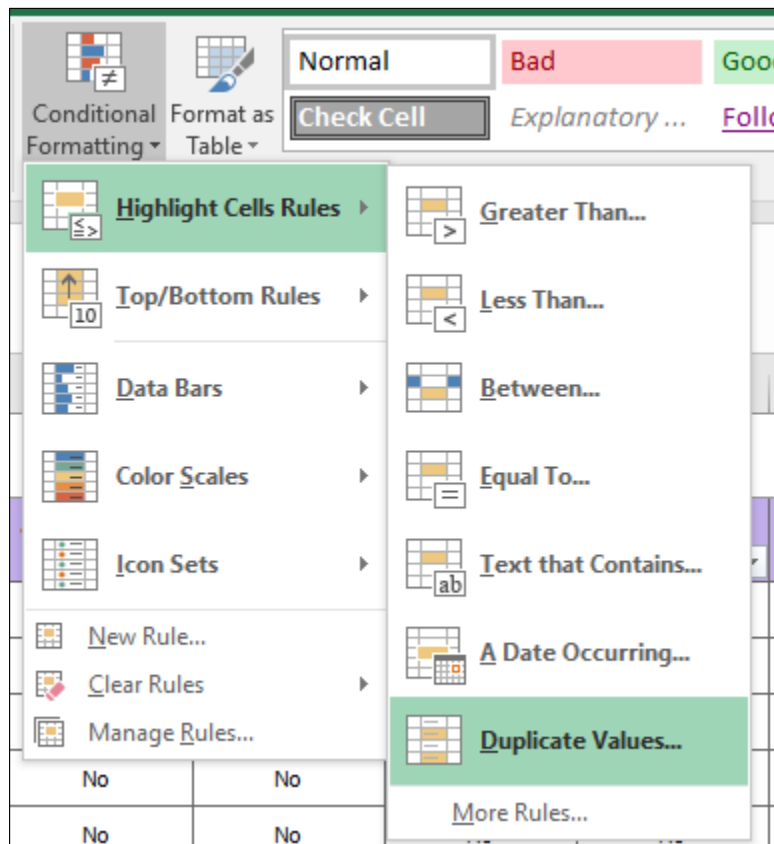
- Follow the same process to search for duplicate student ID numbers. Highlight column C.
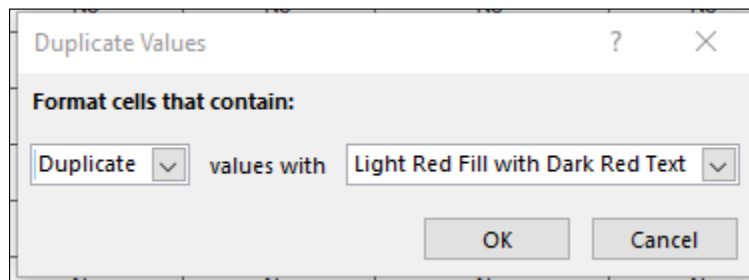   - Click the C above the column to highlight.

- Once the column is highlighted, click Conditional Formatting. Then choose Highlight Cell Rules from the drop-down.
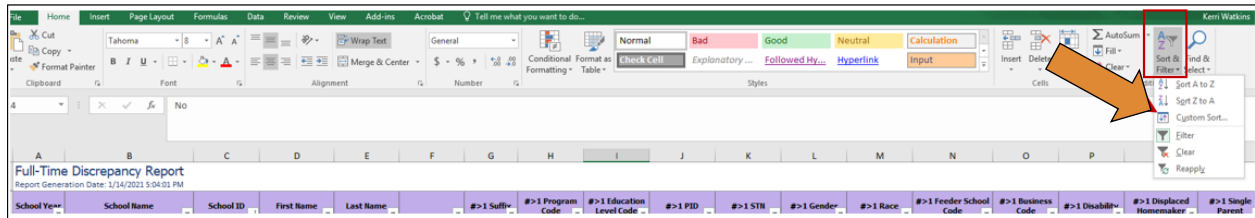
o   **Next, choose Duplicate Values from the list.**

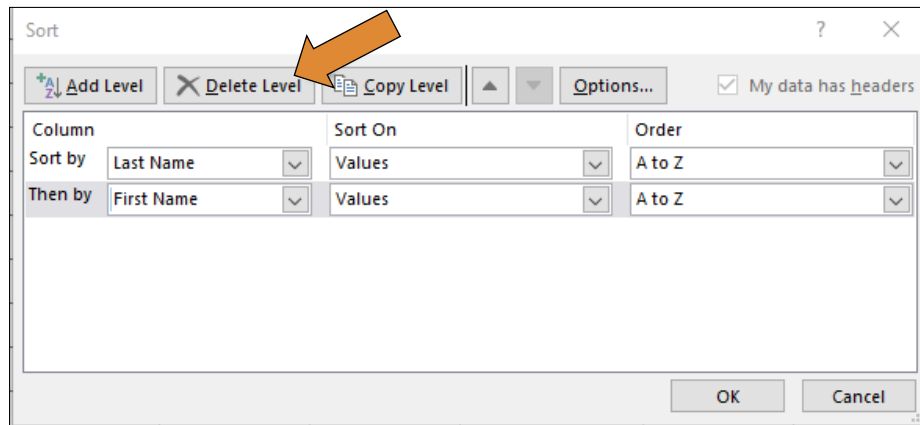o   **Click OK to formate the duplicate cells.**
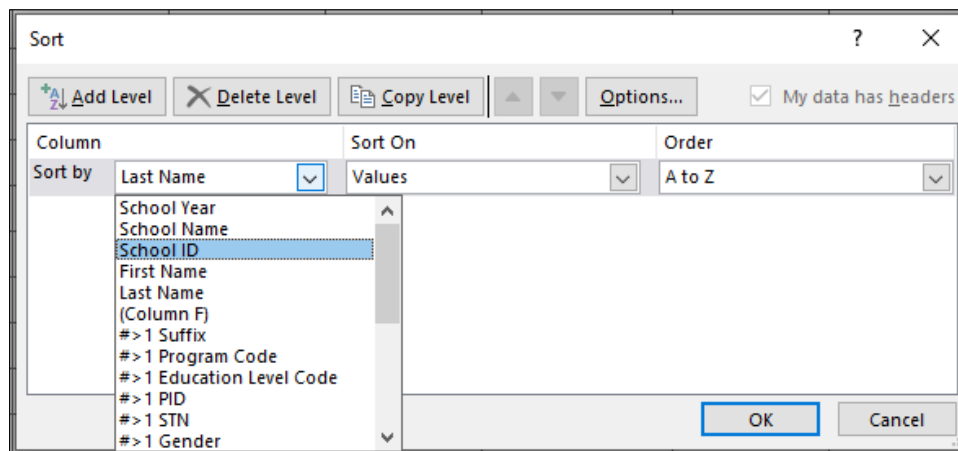

- **Sort by School ID.**

o **Click Sort and Filter. Then choose Custom Sort from the drop-down menu.**
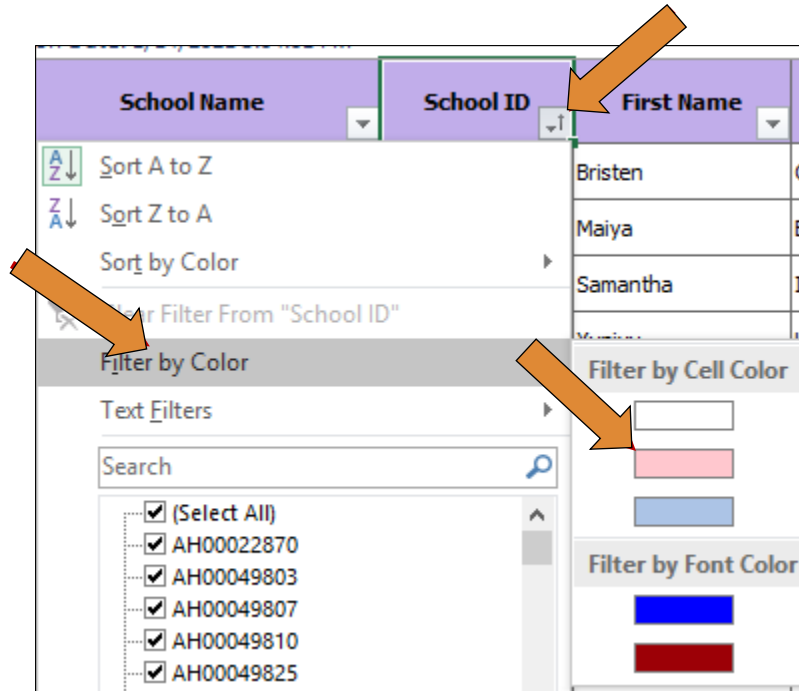

o **Click Delete Level on the Sort window to delete one of the current options.**

o **Then, in the Sort by Field, change to School ID. Then, click OK.**

- Filter for duplicate ID numbers.
  - Click on the filter icon on the School ID column
  - Hover over Filter by Color
  - Choose the pink option in the Filter by Cell Color.

Things look for:

- Did the student have a name change during the year? If so, update all quarters for the student's record.
  - In CTIMS navigate to that student's enrollment record to make the update.
  - On the left navigation menu go to Enrollment > Tech Center Full Time Enrollment > Add/View/Edit Student Record-Tech Center Full Time.